

EYES ONLY

ORD-373-78

27 February 1978

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -
[redacted]
GS-5, Step 1 to GS-6, Step 1

STAT

1. (U/AIUO) This memorandum contains a recommendation, and the reasons supporting it, to promote [redacted] from a GS-5, Step 1 to a GS-6, Step 1 secretary.

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2. (U/AIUO) [redacted] joined ORD in April of 1976. She has served as a secretary in the Operations Technology Division throughout her tenure with the Agency. During this period, she has continuously improved her skills and knowledge of this Division's operating procedures. Having worked under three different supervisors, [redacted] has more than adequately demonstrated her ability to effectively deal with different managements while maintaining the necessary standards of performance. Her experience and ability to handle effectively the workload alone recommend her highly for this promotion.

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3. (U/AIUO) Since her arrival in OTD, [redacted] has taken several courses to improve her technical skills. In addition, she has passed the Agency shorthand test which was accomplished in no small part by self-study and nonworking hours practice. Miss Jones also has mastered the automatic IBM typewriters to the point where her ability in this area would be considered outstanding.

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4. (U/AIUO) During the past nine months, [redacted] has acted as one of the two junior secretaries in a active 17-man technical division without the benefit of experienced secretarial

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guidance. Her previous supervisor resigned mid-summer 1977 and although a replacement was hired, this individual was totally unfamiliar with this Division's activities (technical and administrative). Unfortunately, this supervisor then elected to retire in December of 1977 thus leaving Miss Jones as one of two junior secretaries to provide continuity through the bulk of the planning cycle as well as maintain the day-to-day business of the office. That this is being accomplished effectively and efficiently is a reflection that she is hard-working, skilled, and dedicated to accomplishing whatever task is put before her.

5 (U/AIUO) For the reasons cited above, it is strongly recommended that [redacted] be promoted to the grade of GS-6, Step 1. She has been in her present grade for approximately 13 months and in my opinion has more than earned this promotion.

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[redacted]
Chief, Operations Technology
Office of Research and Development

RECOMMEND APPROVAL:

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[redacted]
Chairman, Special Panel, ORD

13 Mar 78
Date

APPROVED:

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[redacted]
16 MAR 1978
Date

EYES ONLY

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SUBJECT: Recommendation for Promotion -
JONES, Barbara
GS-5, Step 1 to GS-6, Step 1

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